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POLICY ON EXTERNAL RESIDENTS/FELLOWS VISITING VUMC

VUMC values the variety of experiences that Visiting Residents/Clinical Fellows bring to our programs. Visiting rotations are subject to approval by the appropriate Program Director(s) and the ACGME DIO.

VUMC requires that an affiliation contract and Program Letter of Agreement (PLA) be in place between the Visiting Resident/Fellows institution and VUMC. Without exception, documents **must** be submitted to VUMC **at least 90 calendar days before the start date of the desired rotation.**

The GME Office **must** be advised of, approve, and process all Visiting Residents/Clinical Fellows from other institutions who are rotating with VUMC programs. Program Directors at VUMC who have House Staff on services who would potentially be impacted by a Visiting Resident or Fellow must approve the visit. Visiting Resident/Clinical Fellow applications are available on the GME website at <https://www.vumc.org/gme/visiting-residents>.

All approved Visiting Residents/Clinical Fellows must physically check in at the GME Office in Light Hall on the first day of their visiting rotation.

The following requirements must be met and documents **MUST** be submitted 90 calendar days before the Visiting Resident/Clinical Fellow's desired start date:

1. A Visiting Resident/Clinical Fellow must provide a letter from their current program director that they are currently enrolled and in good standing within an ACGME (or ACGME-I) accredited training program.
2. Prior to starting the rotation, the applicant must provide proof of professional liability coverage of a minimum of \$1,000,000/\$3,000,000 and health insurance to the GME Office.
3. The applicant must provide documentation that their stipend from their home institution will be continued by their training program while on the approved rotation at VUMC.
4. International Medical Graduates must provide a copy of a valid ECFMG certificate in addition to the requirements stated above.
5. **Office of Inspector General/Excluded Individuals**
In order to comply with federal law, VUMC will check all Visiting Resident/Clinical Fellows against the Office of Inspector General's list of individuals excluded from

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federal healthcare programs. Any Visiting Resident/Clinical Fellows identified as excluded will not be allowed to start or complete the rotation, and their home institution will be notified.

6. **National Practitioners Data Bank (NPDB)**

All Visiting Residents/Clinical Fellows will be checked through the NPDB. If the NPDB query yields any adverse information, further investigation and/or action may be required.

7. The additional requirements for background checks set forth in [Section I.B. Background Check and Disclosure](#) will be applicable to Visiting Residents/Clinical Fellows.

8. **Immunization Records**

All Visiting Residents/Clinical Fellows must provide documentation of immunization and testing satisfactory to Vanderbilt Occupational Health 30 calendar days prior to the desired rotation date. View the immunization and screening requirements at:

https://www.vumc.org/gme/sites/default/files/public_files/Health%20Screening%20Form%20%20Visiting%20Students%20Observers%20updated%202022.pdf

Revisions Reviewed and Approved by GMEC: 05/17/2024